

State of Hawaii  
Department of Human Services  
Office of Youth Services

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**Addendum 1**

**June 2, 2011**

**To**

**Request for Proposals**

**RFP No. HMS 501-11-05**

**RFP Title: Community-Based Residential Services  
For Youth**

**Date Issued: May 13, 2011**

June 2, 2011

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS**

**RFP Title: COMMUNITY-BASED RESIDENTIAL SERVICES FOR YOUTH**

**RFP No. HMS 501-11-05**

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-11-05, "Community-Based Residential Services for Youth" for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of May 17, 2011 and written questions subsequently submitted in accordance with Section 1-VII, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <new date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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**RFP HMS-501-11-05**

**“Community-Based Residential Services for Youth”**

**QUESTIONS AND ANSWERS**

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by May 17, 2011, as specified in Section 1 of the RFP.

- Q1. With no unit rate increase offered since FY 2008, and the increasing costs of doing business as the recession continues with no end in sight, how does OYS explain the decision to require additional professional services and clinical staff credentials that increase the provider’s cost of doing business?
- A. **The OYS recognizes the prevailing difficult economic climate that community providers as well as government services must operate in. The services requested in the RFP are believed to be effective in addressing the needs and risk/protective factors impacting youth. It is the intention that applicants, private and public sectors, including other systems of care, engage in meaningful discussions and planning regarding how services can be delivered that include possible cost sharing/blending arrangements for eligible youth.**
- Q2. When will you know if funds have been appropriated for the services to be procured under the RFP?
- A. **The 2011 Hawaii State Legislature passed the State’s executive budget in May 2011. The availability of funds regarding the OYS’ purchase of services RFPs are subject to an allotment made by the Director of Finance, and we are awaiting final instructions.**
- Q3. Is the goal of an ILP to address the youth’s clinical issues, or prepare the youth for living independently? What is the role of CAMHD, ADAD, and/or AMHD in serving youth with mental health/substance abuse issues during and after HYCF incarceration?
- A. **The goal of the ILP is to increase the youth’s functioning and preparation to live independently, with support from the youth’s circle of family (if available), friends, and community resources. The various public agencies are involved with providing and coordinating services for eligible youth while incarcerated and discharged into the community.**

- Q4. In the Proposal Evaluation section (pages 4-4 through 4-8), there isn't a separate breakdown for scoring the Service Delivery section for the combo proposal (Intensive – Independent Living). Is it assumed that it would follow the same guidelines as stated in section 3.a. and 3.b (listed on pages 4-5 and 4-6)?
- A. **Applicants who submit a single proposal that provides both Intensive Residential Services and Independent Living Program Residential Services will be evaluated in the Service Delivery section according to the evaluation criteria for the service activities specified in Section 4 – Proposal Evaluation, III. Evaluation Criteria, B. 3. Service Delivery, a. Intensive Residential Services and b. Independent Living Program (pages 4-5 to 4-6).**
- Q5. Do you want the proposal to be based on the amount of units to perform or number of youth served?
- A. **Applicants shall identify the projected number of youth to be served.**
- Q6. Can a proposal be for Intensive Residential and ILP, and for two or three different locations/islands all in the same proposal? If this is possible, would you prefer to have multiple budgets (for sites or for levels of care) or would you prefer them to all be combined into one budget?
- A. **A separate proposal shall be submitted for each type of service (Intensive Residential Services, Independent Living Program, Intensive Residential Services - Independent Living Program, and Emergency Shelter) proposed. Applicants may submit a single proposal that provides services for multiple locations/islands as long as the same type of residential service is proposed. If multiple service locations are proposed in a single proposal, it is not mandatory that the budget reflects the cost allocation for each site proposed, however, it may be useful information that may be utilized during the selection of successful applicants to provide the best configuration of services for the State.**
- Q.7 Would there need to be units or youth allocated to each site or level of care, or could you have one "pot" of units for all sites and levels of care?
- A. **Applicants shall identify the projected number of youth to be served for each type of residential service proposed. If the applicant is successful in its proposal to provide multiple types of residential services, the OYS may consider consolidating units with the same unit costs only, pending further contractual review and negotiations.**

- Q7. Does the entire residential staff need to be certified substance abuse counselors (CSACs) or only those staff providing substance abuse treatment services? Can substance abuse services be sub-contracted and/or provided by staff not directly employed by the agency?
- A. **Only staff specifically providing substance abuse treatment services need to be CSACs or hold an advanced degree in behavioral health sciences. Refer to Section 2 – Service Specifications, III. Scope of Work, B. Management Requirements, 1. Personnel (page 2-15). Non-CSACs or non-Masters level providers may be utilized as long as they are directly supervised by a CSAC or Masters level counselor and are working toward certification.**
- Substance abuse services may be provided by sub-contractors or other service providers.**
- Q8. In this RFP, more professional staff is required to provide new services – family counseling and substance abuse treatment. OYS requires providers to pay staff compensurate with the prevailing state wage standards. However, the proposed unit rates were not increased although there have been significant increases in costs for gas, food, electricity, and other durable goods, and these costs are often greater on the neighbor islands due to shipping. Is there a way to rethink the unit rates given these facts?
- A. **Please refer to the answer for question # 1. The unit rates remain unchanged.**
- Q9. Is there a fundamental difference in Scope of Work between this RFP and the previous one issued 4 years ago on 1/26/07?
- A. **The OYS previously issued the RFP Community-Based Residential Services for Youth, HMS 501-08-02 on 10/30/06 that was due on 1/26/07, and the current RFP HMS 501-11-05 was issued on 5/13/11. One of the main differences between the RFP issued on 10/30/06 and the current RFP is that the current RFP does not include a “Level I” category type residential service. Additionally, the current RFP for Intensive Residential Services includes additional services such as substance abuse treatment and family intervention services.**
- Q10. What is the Case Management Staff to Consumer Ratio?
- A. **There is no minimum case management staff/client ratio. Applicants shall propose staffing ratios to assure effective delivery of services.**
- Q11. What is the Group Home Model staff to Consumer ratio?

- A. There is no minimum Group Home Model staff/client ratio. Applicants shall propose staffing ratios and patterns to assure effective delivery of services.**
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- Q12. What is the maximum capacity allowable under the Group Home Model?
- A. Refer to Section 2 – Service Specifications, III. Scope of Work, B. Service Activities, 2. (page 2-8). A maximum of 8 youth shall be provided services via the Group Home Model.**
- Q13. Will providers be expected to provide psychiatric/medication management services?
- A. Psychiatric/medication management services that are provided primarily by a physician overseeing youths' medication needs are not part of the requested service activities of the RFP. However, providers will be expected to assist in dispensing medications for youth as necessary to comply with the youth's service plan and case management process.**
- Q14. Will OYS award contracts to providers who can only provide services to limited regions on Oahu, such as the Waianae Coast?
- A. Except for the Kauai geographic region that is requested to be provided Intensive Residential Services, there has been no other pre-selection of specific geographic regions targeted for services.**
- Q15. Does the performance/outcome targets on OYS form 4-1 need to be submitted?
- A. No. The Performance Plan (Attachment C) will be required to be submitted by successful applicants following the award of a contract.**
- Q16. Is there a mandatory list of training topics for staff?
- A. Yes. Applicants shall submit a list of training topics for staff. Refer below to the Amendment for Section 2 – Service Specifications, III. Scope of Work, B. Management Requirements, 1. Personnel, d. (page 2-15). "The Applicant shall submit the outline or table of contents for a training plan that will ensure that direct-service staff understand the programmatic and security concerns of the targeted youth population. The training plan shall include, but shall not be limited to, the following topics: Females' privacy and security; lesbian, gay, transgender, bi-sexual youths civil rights; the organization's philosophy and goals; confidentiality policies and procedures; client rights; emergency procedures; grievance procedures; reporting child maltreatment; dispensing of medication; behavior management and**

**treatment; cardio-pulmonary resuscitation and first aid, de-escalation techniques and practices; and the recognition of the side effects of drugs and medications on youth”.**

**RFP No. HMS 501-11-05, “Community-Based Residential Services for Youth” is amended as follows:**

**Subsection      Page**

**Section 1, Administrative Overview**

No Changes

**Section 2, Service Specifications**

**I. F. 2.              p. 2-4**      This section is amended to read:

2. Approximate Total Amount of Funds: \$879,000 per year

**III. B. 1. d.        p. 2-16**      This section is amended to read:

d. The Applicant shall detail the Applicant's staff pre-service and in-service training plan with scheduled completion dates and training topics. The training plan shall identify who will provide training and their qualifications. **The Applicant shall submit the outline or table of contents for a training plan that will ensure that direct-service staff understand the programmatic and security concerns of the targeted youth population. The training plan shall include, but shall not be limited to, the following topics: Females’ privacy and security; lesbian, gay, transgender, bi-sexual youths civil rights; the organization’s philosophy and goals; confidentiality policies and procedures; client rights; emergency procedures; grievance procedures; reporting child maltreatment; dispensing of medication; behavior management and treatment; cardio-pulmonary resuscitation and first aid, de-escalation techniques and practices; and the recognition of the side effects of drugs and medications on youth.**

**Section 3, Proposal Application Instructions**

IV. p. 3-4 This section is amended to read:

The applicant must submit a separate service proposal for each type of service (Intensive Residential Services, Independent Living Program, Intensive Residential Services - Independent Living Program, and Emergency Shelter) being proposed. If the applicant is proposing to offer the same type of service in multiple geographic regions, the proposal shall include specific regional information concerning referral to appropriate resources for additional services. This will allow the OYS to compare proposals by the types of services proposed in each geographic region. Each service delivery section shall include a detailed discussion of the following service activities extrapolated from Section 2, Item III, Scope of Work, which should be referred to for more details:

**Section 4, Proposal Evaluation**  
No Changes

**Section 5, Attachments**  
No Changes